

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

<b>CONTRACTOR</b>	<b>CONTRACT NO/TASK NO.</b>	<b>JOB ORDER NUMBER</b>	<b>APPROP. FY</b>
QSS Group, Inc.	NAS5- <b>99124</b> <b>21</b> <b>AMENDMENT</b>	404-618-21-10-89	99

TASK TITLE: (NTE 80 characters; include Project name)

**SAC-C Launch Operations Services**

APPROVALS: (Type of print name and sign)

<b>ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)</b>	<b>DATE</b>	<b>ORG CODE</b>	<b>MAIL CODE</b>	<b>PHONE</b>
Dino Machi      See Signature Below	4/22/99	404	404	301-286-8395
<b>BRANCH HEAD</b>	<b>DATE</b>	<b>CODE</b>	<b>PHONE</b>	
Dino Machi <i>[Signature]</i>	4/22/99	404	301-286-8395	
<b>CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)</b>	<b>DATE</b>	<b>CODE</b>	<b>PHONE</b>	
Fred Huegel <i>[Signature]</i>	4/27/99	568	301-286-2285	

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? CONTRACTING OFFICER'S QUALITY REP.

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

☒ NO      ☐ YES

Larry Moore

DESIGNATED FAM:

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reqs and Certs.

(To be completed by Contracting Officer)

**C.O. Requested Quote on:**

**Date:**      **MAY - 3 1999**

Contractor will develop specification or statement of work under this task for a future procurement.      ☒ NO      ☐ YES

Flight hardware will be shipped to GSFC for testing prior to final delivery.      ☐ NO      ☐ YES      ☒ N/A

Government Furnished Property/Facilities:      ☒ NO      ☐ YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance:      ☒ NO      ☐ YES      If yes:      ☐ TOTAL      ☐ PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached:      ☒ NO      ☐ YES

Highlighted Contract Clauses:      (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be May 3, 1999.

**INCENTIVE FEE STRUCTURE** (Check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	<input checked="" type="checkbox"/> No. 1	<input type="checkbox"/> No. 2	<input type="checkbox"/> No. 3	<input type="checkbox"/> No. 4	<input type="checkbox"/> No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 53,351.

The target fee of this task order is \$ 250.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 53,601.

The maximum fee is \$ 365.

The minimum fee is \$0.

**AUTHORIZED SIGNATURE:**

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*[Signature]*  
SIGNATURE OF CONTRACTING OFFICER

7/20/99  
DATE

**Lorrie L. Eakin**  
Contracting Officer

TYPED NAME OF CONTRACTING OFFICER

**CONTRACTOR'S ACCEPTANCE:**

AUTHORIZED SIGNATURE

DATE

**REQUEST FOR TASK PLAN / TASK ORDER****CONTRACTOR****CONTRACT NO./TASK NO.**

QSS Group, Inc.

NAS5-

99124

TASK NO.

21

AMENDMENT

Applicable paragraphs from contract Statement of Work: Function 2 I 3

**STATEMENT OF WORK** (Continue on blank paper if additional space is required)

The Contractor shall provide mission operations services, including services for the payload and for carrier and flight support system during mission operations. Services may include detailed analysis for the development of mission operations concepts, pre-launch preparation, and mission planning. Technical requirements areas to be will include:

- Review of Y2K plans
- Mission operations planning
- Review and critique of various ground and flight documentation
- Assistance in major project review preparations
- Review of mission simulations and training
- Review of mission operations plans and procedures
- Review of mission management plans and procedures
- Review of launch script, including check-out plans, procedures and contingency planning

The contractor shall work directly with the GSFC International Program Office, and provide services in various technical meetings. They shall prepare and maintain specific mission documentation for launch and early orbit support as directed by the GSFC International Program Office.

The contractor is required to coordinate with other personnel, including NASA technical staff, SAC-C mission personnel and other support personnel in all technical areas. International travel will be required as directed and approved by the GSFC International Program Office.

**PERFORMANCE SPECIFICATIONS:**

Monthly Technical Progress Report shall be in MS Word format per contract example.

Management Plan shall be in MS Word format per example.

Presentation Material shall be in MS PowerPoint format per example.

The contractor shall deliver 2 hard copies and an electronic version of all deliverables.

**APPLICABLE DOCUMENTS:**

SAC-C Mission Operations Review Data Package

**TASK END DATE:** 1/31/00**MILESTONES/DELIVERABLES AND DATES:** \*

Technical Progress Report: Monthly, due on the 15th day of the month following the month being reported

Management Plan: 1 month following task award

Presentation Material: 1 week following scheduling of event

\* The Contractor shall deliver two hard copies and an electronic version of all deliverables.

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery of the above

**Technical:** ATR's acceptance of the above

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Dino Machi, building 6, room S-133B